



National NAGPRA

Native American Graves Protection and Repatriation Act FY2005 Grant Guidelines

Introduction

The National Park Service's (NPS) National NAGPRA Program invites proposals for FY2005 Native American Graves Protection and Repatriation Act (NAGPRA) grants. Section 10 of the Act authorizes the Secretary of the Interior to make grants to museums, and to Indian tribes, Alaska Native villages and corporations, and Native Hawaiian organizations, for the purposes of assisting in consultation, and the inventory, documentation, and repatriation of Native American human remains and cultural items. Two types of NAGPRA grants are available: Documentation/Consultation Awards (up to \$75,000) and Repatriation Awards (up to \$15,000).

NAGPRA grants are available pending Congressional appropriation of funds. Applicants are encouraged to design projects that best fit their needs, and applications are especially sought from those tribes and museums that have not previously been awarded a NAGPRA grant. Museums that are not in compliance with NAGPRA are not eligible to receive NAGPRA grants.

Who May Apply?

Indian tribes, Alaska Native villages or corporations, and Native Hawaiian organizations.

An *Indian tribe* is defined under NAGPRA as any tribe, band, nation, or other organized group or community of Indians that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. The Department of the Interior has interpreted this definition as applying to approximately 770 Indian tribes and Alaska Native villages that are recognized by the Bureau of Indian Affairs.

Alaska Native villages and corporations include those groups or communities defined in, or established pursuant to, the Alaska Native Claims Settlement Act.

Native Hawaiian organizations include any organization that: (a) serves and represents the interests of Native Hawaiians, (b) has as a primary and stated purpose the provision of services to Native Hawaiians, and (c) has expertise in Native Hawaiian Affairs. NAGPRA states that such Native Hawaiian organizations shall include the Office of Hawaiian Affairs and Hui Malama I Na Kupuna 'O Hawai'i Nei.

OR

Museums that have possession or control of Native American human remains or cultural items.

Museums may include state or local government agencies, and private institutions and institutions of higher learning that have received Federal funds.

Eligible institutions must have completed the following NAGPRA obligations:

- Provided a written summary of their Native American collections to culturally affiliated Indian tribes and the National NAGPRA program office; and
- Submitted an inventory of Native American human remains and associated funerary objects in their collections to culturally affiliated Indian tribes and the National NAGPRA program office.

What We Fund

NAGPRA grants are awarded in two categories:

Documentation/Consultation Awards range from \$5,000 to \$75,000, and will be granted to:

- fund travel for lineal descendants, traditional religious leaders, and representatives of Indian tribes, Alaska Native villages and corporations, and Native Hawaiian organizations to visit museums and/or Federal agencies to view collections, and consult regarding the identification, cultural affiliation, proper care, and repatriation of Native American human remains and cultural items;
- fund travel for traditional religious leaders, and representatives of Indian tribes, Alaska Native villages and corporations, and Native Hawaiian organizations to visit museums and/or Federal agencies to view collections and consult regarding culturally unidentifiable Native American human remains and their disposition;
- support regional meetings to discuss the disposition of culturally unidentifiable Native American human remains;
- train staff in the fundamentals of NAGPRA and in techniques for documenting the cultural affiliation and/or treatment history of Native American cultural items;
- fund travel by museum staff to consult with lineal descendants, traditional religious leaders, and representatives of Indian tribes, Alaska Native villages and corporations, and Native Hawaiian organizations regarding the identification, cultural affiliation, proper care, and repatriation of Native American human remains and cultural items;
- continue documentation of unassociated funerary objects, sacred objects, and objects of cultural patrimony in consultation with lineal descendants, traditional religious leaders, and representatives of Indian tribes, Alaska Native villages and corporations, and Native Hawaiian organizations; and
- test collections for the presence of pesticides or other contaminants, research and document collections treatment history, and develop effective

For FY2005, Documentation/ Consultation grant applicants are especially encouraged to consider projects that incorporate one or more of the following themes—

Consultations regarding the disposition of culturally unidentifiable Native American human remains. Both tribes and museums have expressed interest in developing models and agreements to affect the return of culturally unidentifiable human remains. Potential consultation topics include collaborative information sharing to establish affiliation where information in museum records is lacking, regional inter-tribal agreements on the disposition of culturally unidentifiable human remains, and the development of documentation to support specific disposition requests to the NAGPRA Review Committee.

Collaborative consultations regarding the cultural affiliation and repatriation of Federal collections. The documentation of Federal collections subject to NAGPRA continues to be an issue of concern to Native communities and the NAGPRA Review Committee. Recently, tribes and museums have developed creative solutions to this problem through collaborative consultations and documentation projects that focus on Federal collections, and involve joint tribal, museum, and Federal agency participation.

Expanding NAGPRA consultation through innovative technological applications. Among the requirements of meaningful NAGPRA consultation is the need to share information with all potentially affected parties. Barriers to this information sharing can include geographic distance, as well as cultural and individual differences in what constitutes useful information. Innovative technological applications, such as the Web, digital imaging, and desktop publishing, can serve to help bridge these barriers and open the NAGPRA consultation process to a wider range of interested participants.

consultation techniques for communicating and mitigating health risks associated with contaminated collections.

Repatriation Awards can be for any amount up to \$15,000, and will be granted to complete the repatriation of Native American human remains and cultural items. Appropriate costs may include:

- travel by lineal descendants and representatives of Indian tribes, Alaska Native villages and corporations, or Native Hawaiian organizations, to prepare and/or to accompany human remains or other cultural items that are being repatriated;
- travel by museum representatives to accompany human remains or other cultural items that are being repatriated;
- transportation of Native American human remains or cultural items that are being repatriated;
- construction of appropriate containers for the transport and disposition of repatriated Native American human remains and cultural items; and
- allowable costs associated with final disposition of human remains and cultural items.

Repatriation grants will be awarded only after publication of the required Notice of Inventory Completion or Notice of Intent to Repatriate in the *Federal Register*.

What We Do Not Fund

Because of limited funds, FY2005 NAGPRA grants will not be awarded for:

- repatriation or documentation of cultural items that originate from outside the United States;
- repatriation or documentation of cultural items that are controlled by foreign institutions;
- historic or cultural properties management activities;
- historic or cultural resources protection activities;
- activities related to excavations or inadvertent discoveries on Federal or tribal lands after November 16, 1990;
- costs of litigation, including expert testimony;
- care and curation of Native American human remains and cultural items;
- construction and/or renovation of facilities;
- purchase of land and/or buildings;

- overhead or indirect cost rates above 25 percent (if your negotiated indirect cost rate is above 25 percent you may still apply for a grant, but you must contribute indirect costs in excess of 25 percent as your match/cost share);
- projects proposed by applicants who have previously received a NAGPRA grant, but whose grant expired without successfully completing major elements of the proposed work, or without meeting the conditions of the grant award. This applies to each and all applicants involved in collaborative proposals. If you have questions about the eligibility of your organization, please contact the National NAGPRA Program at (202) 354-2207, or via e-mail at NAGPRA_Grants@nps.gov.

To learn more about additional Federal and National Park Service grant requirements, see OMB Circular A-21 (Cost Principles for Educational Institutions), OMB Circular A-87 (Cost Principles Applicable to Grants and Contracts with State and Local Governments), and OMB Circular A-122 (Cost Principles for Nonprofit Organizations). OMB circulars are available online at <http://www.whitehouse.gov/omb/circulars/index.html>.

You may submit more than one project proposal. However, *a separate and complete proposal package must be submitted for each project*. If you submit multiple proposals, please rank them in order of priority.

Preparing the Proposal Package

Grant proposals must include the following items to be considered:

SF424.....	One original + four photocopies
Proposal Form: Sections 1 through 6.....	One original + four photocopies
Proposal Form: Section 7.....	One photocopy of Indirect Cost Rate Agreement
Proposal Form: Section 8.....	One photocopy of Audited Financial Statement

Proposal forms are available through the National NAGPRA Program. Please read the instructions below before completing each question. Please type or print legibly.

SF-424: Application for Federal Assistance

All items should be completed (except for items 3 and 4) and signed by the authorizing official. See the back of the form for OMB-detailed instructions. Note that grant funds will not be available until approximately July 1, 2005. All project activities must take place within the requested time period.

FY2005 Grant Proposal Form

Section 1: Project Information

Provide this information for efficient consideration of your proposal and for administering the grant if an award is made.

- Check either 1, 2, 3, or 4. Do not check more than one category.
- Provide a brief description of the proposed project. Do not exceed the space provided.

- C. Museum applicants only. Provide estimates of the approximate number of items in the indicated categories.
- D. Enter the name, title, mailing address, and e-mail address, if available, of the person who is authorizing the project (this person also signs the SF424).
- E. Enter the name, title, mailing address, and e-mail address, if available, of the person who will carry out the project or will be responsible for directing it.
- F. Enter the name, title, and mailing address, and e-mail address, if available, of the person who will be responsible for the fiscal management of the grant.

Section 2: Project Description

Submit narrative responses to the four questions provided. Responses to each question should not exceed one single-sided page, and should be typed with print large enough to be read comfortably (10 point or higher is recommended). Applicants are encouraged to identify discrete activities within the project, and to demonstrate how the project personnel and resources will be managed to achieve the stated objectives. Include a schedule for completing each project activity discussed in the Project Description. Grant funds will not be available until approximately July 1, 2005. Projects shall be completed within 18 months of award. Schedule enough time to plan, conduct, and close out the proposed project accordingly.

Section 3: Budget

Before developing the project budget, applicants should review the section of the guidelines that discusses the different types of awards, limitations on the length of the grant period, and restrictions on the types of costs that may appear in the project budget. The budget should include project costs that will be charged to grant funds (Grant Funds) as well as those that will be supported by applicant or third-party cash and in-kind contributions (Match/Cost Share). **A match/cost share is not required.**

A. *Salaries and Wages:* Applicants should provide the names and/or titles of all project personnel identified in the Project Description. For support staff, provide only a title and number of persons doing that type of work. The “% FTE” is the percentage of a Full Time Equivalent that each person will be working (for example: 50% FTE = half time).

Example:

Name/Title	Full Time Monthly Salary	% FTE	No. of Months	Grant Funds	Match/ Cost Share	Total
Jane Able, project director	\$3,000	100%	9	0	\$27,000	\$27,000
John Baker, cultural spec.	\$2,000	50%	6	\$6,000	0	\$6,000

B. *Fringe Benefits*: Fringe benefits may include contributions to Social Security, employee insurance, pension plans, etc. Only benefits that are not included in an organization's indirect costs may be shown as direct costs.

Example:

Rate		Salary Base	Grant Funds	Match/ Cost Share	Total
11%	multiplied by	\$27,000	0	\$ 2,970	\$ 2,970
8%	multiplied by	\$11,874	\$ 500	\$ 450	\$ 950

C. *Consultant Fees*: This category includes professional and technical consultants' fees and honoraria. Applicants should include 1) the name and type of consultant (if the consultant has not yet been chosen, the type of consultant is sufficient); 2) rate of compensation (daily or hourly rate); 3) number of days on the project; and 4) total consultation fee or honorarium (not including travel costs).

Example:

Name/Type of consultant	Number of days on project	Daily Rate of compensation	Grant Funds	Match/ Cost Share	Total
Sally Smith, physical anth.	6	\$200/day	\$1,200	0	\$1,200
Archeologist	5	\$150/day	0	\$ 750	\$ 750
Tribal Elder	5	\$150/day	\$ 750	0	\$ 750

D. *Travel*: For air travel, applicants should include the cost of coach-class tickets only. First-class fares will not be supported. Per diem rates shall not exceed maximum Federal rates. Applicants should specify A) how many people will be taking each trip; B) how many days each person will be traveling; C) the per diem rate (meals and lodging) per person per day; D) the total per diem (meals and lodging) for each trip; E) transportation costs per person, such as airfare or mileage at 36.5 cents per mile for personal vehicles; and F) the total transportation cost for the trip.

Example:

From/To	No. of persons A	No. of Travel Days B	Per diem (lodging and meals) <u>per person per day</u> C	<u>Total</u> per diem (lodging and meals) for this trip D = A x B x C	Transportation costs (airfare and mileage) <u>per person</u> E	<u>Total</u> transportation costs (airfare and mileage) for this trip F = A x E	Grant Funds	Match/ Cost Share	Total G = D + F
Reno, NV to Washington, DC	2	2	\$200	\$800	\$1,500	\$3,000	\$3,300	\$ 500	\$3,800

Current per diem rates are available at <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.htm>. Follow the links for domestic per diem rates.

E. *Supplies and Materials*: This category includes consumable supplies, raw materials, and expendable equipment (items costing less than \$500 or have an estimated useful life of less than 2 years). Usually, general office supplies are not funded.

Example:

Item	No.	Method of Computation	Grant Funds	Match/ Cost Share	Total
Floppy disks	25	\$2 each	\$50	0	\$50
Rolls of film	20	\$5 each	0	\$100	\$100

F. *Services*: This category includes the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not under other budget categories or included among indirect costs.

Example:

Item	Method of Computation	Grant Funds	Match/ Cost Share	Total
Telephone service	18 months @ \$100 per month	\$1800	0	\$1800
Copier rental	18 months @ \$200 per month	\$1800	\$1800	\$3600

G. *Other Costs*: This category includes such items as stipends, equipment purchases over \$500 per item, and other items not previously listed. An applicant shall demonstrate that purchasing permanent equipment is less expensive than renting in order to charge the project for such purchases. Whenever possible, a large budget item should be broken out into per unit costs. "Miscellaneous," "overhead," and "contingency" are not acceptable line items.

H. *Indirect Costs*: This category includes costs that are incurred for common or joint objectives and cannot be readily identified with a specific project or activity of an organization. Typical examples of indirect cost type items include salaries of executive officers, cost of operating and maintaining facilities, local telephone service, office supplies, and accounting services. Include a copy of the Federal agency approval of the current indirect cost rate with Section 7. Note that rates above 25 percent shall be listed as "Match/Cost Share" costs.

Section 4: Budget Summary and Justification

All items listed, whether supported by grant funds or cost-sharing contributions, shall be reasonable, necessary to accomplish project objectives, allowable according to applicable Federal cost principles, auditable, and incurred during the grant period. Charges to the project

for items such as salaries, fringe benefits, travel, and contract services shall conform to the applicant organization's written policies and established practices.

Section 5: Status of Current NAGPRA Grant(s)

If the applicant has a NAGPRA-funded project and has not yet fulfilled the obligations of that grant, and the grant period has not expired, include a one-page overview of the activities and accomplishments thus far.

Section 6: Supporting Documents

All applicants must submit the following documents in support of their project proposal. Attach supporting documents to the proposal in the following order.

A. Letters of Commitment, stating specific responsibilities, from participating Indian tribes, Alaska Native villages and corporations, or Native Hawaiian organizations, if relevant. This is *required* for museums that are submitting Repatriation Award applications.

B. Letters of Commitment, stating specific responsibilities, from participating museums, if relevant.

C. Resumes for all project personnel, or detailed position descriptions and search criteria if personnel have not yet been chosen. A competitive selection process for consultants must be documented.

D. Letters of Commitment from project consultants.

Section 7: Current Indirect Cost Rate Agreement

The agreement shall be negotiated with and signed by the Federal granting agency that awards the most Federal funds (the cognizant Federal agency) to the applicant. If indirect costs are claimed, include one copy of the agreement with the grant proposal.

Section 8: Most Recent Audited Financial Statement

Include a copy of the most recent Audited Financial Statement.

Submitting Your Proposal

Applicants should review the proposal package carefully before submission. Include required items and the proper number of copies of each document. *The proposal is subject to rejection without review if any required item is missing.* Applicants with questions regarding these instructions should contact the National NAGPRA Program at (202) 354-2207, or via e-mail at NAGPRA_Grants@nps.gov.

Resumes, position descriptions, search criteria, the indirect cost rate agreement, and the audited financial statement should be printed on 8 1/2 x 11 inch paper and attached to the application. Legal size paper for attachments is not acceptable. Photocopies are acceptable. *Note:* Applicants should not submit proposals in folders or binders that cover the face sheet. Such covers will be discarded during application processing.

Address proposal packages sent by U.S. Postal Service (including Express Mail) to:

National Park Service
National NAGPRA Program
1849 C Street, NW (Org. Code 2253)
Washington, DC 20240
ATTENTION: NAGPRA Grants

Note: Mail delivered by U.S. Postal Service is subject to irradiation prior to delivery, and delivery is typically delayed by two weeks or longer.

Address proposal packages sent by courier service (FedEx, UPS, DHL, etc.) to:

National Park Service
National NAGPRA Program
1201 Eye Street, NW
8th Floor
Washington, DC 20005
ATTENTION: NAGPRA Grants

Hand-delivered proposals will be accepted between 8:00 a.m. and 4:30 p.m. EST daily, except Saturdays, Sundays, and Federal holidays. Please do not leave proposals with the building security guard or at the front desk in the building lobby, as this does not guarantee delivery. The National Park Service will not accept proposals sent via facsimile or e-mail.

Proposal Deadlines

Documentation/Consultation Award proposals must be postmarked by **March 1, 2005**.

Repatriation Award proposals are reviewed upon receipt. While there is no specific deadline for Repatriation Award proposals, applications must be received by National NAGPRA prior to the beginning of any activities to be funded by the grant. Applicants are advised to submit repatriation grant proposals at least six weeks in advance of beginning the project activities to allow sufficient time for review. Repatriation grant proposals received after August 1, 2005 will be considered for funding in the following fiscal year, which begins on October 1, 2005.

Proposal Pre-Review

You may contact the National NAGPRA Program to discuss project plans or to receive comments and suggestions on your draft proposal. Draft proposals must be received by **December 31, 2004**, for pre-review. Draft proposals for pre-review may be sent via FAX or e-mail. For more information, contact the National NAGPRA Program at (202) 354-2207, or via e-mail at NAGPRA_Grants@nps.gov. Pre-review of your proposal does NOT guarantee funding for your project, and is intended as guidance only.

Selection Criteria

Grant proposals will be evaluated according to four criteria:

Criterion A - Are project objectives consistent with the goals of the Native American Graves Protection and Repatriation Act? (Projects that are inconsistent with NAGPRA's goals will not be considered for funding.) Are project objectives clearly described? Special consideration will be given to collaborative proposals, especially proposals that focus on sharing and disseminating information among museums and/or Indian tribes, or that outline a plan to work with specific Indian tribes and/or museums. Failure to submit letters of support for a tribal grant from all affected museums will not impede a grant request. (20 points possible).

Criterion B - Is the project designed to accomplish project objectives efficiently? Are project activities clearly described in detail, with an explicitly stated link between the activities and the project objectives? Are activities organized logically? Are project methods and techniques described clearly? Are the roles and responsibilities of all project participants defined clearly and described? (20 points possible).

Criterion C - Is the budget reasonable to accomplish project tasks and activities? Are budget items necessary to accomplish project activities? Is the budget sufficient to explain project costs in detail? (20 points possible).

Criterion D - Are project personnel qualified to accomplish project objectives? Are project personnel qualified for the activities and tasks assigned? Are unfilled positions and consultancies clearly described? Are search criteria defined for all unfilled positions and consultancies? (20 points possible).

Selection Process

Proposals are reviewed by an expert panel that includes Native Americans and museum professionals. The National Park Service forwards recommendations for funding to the Secretary of the Interior, whose decision is final.